

Use of School Online Learning & Teaching Platform for Students of St. Aidan's Comprehensive

St. Aidan's Comprehensive have in place an online Platform 'Teams' for Learning and Teaching which is for the use of teachers and students only. 'Teams' will also be used as a means of communication by teachers, tutors, year heads, SEN support and management with students either individually or in class or year groups.

The following are the Guidelines for the safe, respectful use of this online platform.

- Profile on Teams – only your own photo or blank, do not put up photo of anyone else.
- The hours of operation are 9-4 Monday to Thursday and 9-1 Fridays during school term.
- Whole staff may post work i.e. notes, assignments, reminders, return of work outside of these hours. Students need not engage with this until the next school day between the hours listed above
- This platform i.e. 'Teams' is not to be used for communication between parents/teachers/support staff/management. Please use the school email office@staidans.ie
- Teams, Chat, Class Notebook Collaboration space and other electronic communication forums should only be used for educational purposes. Please note as this is the schools online platform we will be able to access the above and view content.

Methods of Communication

For students – You must only communicate with staff using the school email / through 'teams'

Presentation at Meetings / Classes

- Must be appropriately dressed
- In an appropriate location i.e. table/chair not in/on bed
- No music
- No one else in the room
- No recording
- Appropriate language and behaviour apply as per our classroom and Code of Behaviour
- Camera should be turned off

Inappropriate e.g. use of bad language/messages/ photos will warrant a serious sanction up to and including removal from school IT platform, suspension and expulsion depending on the nature of the content.

You should at all times be aware of the threat to your privacy and confidentiality especially when using 'hot spots'

Rem! – Once posted you cannot take back a message, photo

- There is no such thing as a secure snapchat/forum, anyone can take a screen shot and forward to others

- Employers now look at prospective employee's social media history!

- Think before you post

When using social media be kind you never know how the person you post about is feeling and your message/photo could be the last straw.

We/I have read, understand and agree to abide by the guidelines for the use of the schools Online Learning and Teaching Platform for students.

Signed: _____

Student

Date: _____

Parent/Guardian

Date: _____

